



TRAINING FOR  
ELECTRICIANS LTD



# EXCLUSIONS, SUSPENSIONS & LEARNER REMOVAL POLICY

# 2026



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### 1. Introduction and Policy Statement

Training for Electricians Ltd is committed to providing a safe, professional, and supportive learning environment in which all learners can engage in high-quality practical electrical training. The organisation recognises that maintaining high standards of behaviour and conduct is essential within an electrical workshop environment, where poor behaviour or disengagement can present serious risks to health, safety, and safeguarding. Training for Electricians Ltd operates as a subcontracted training provider, delivering specialist practical provision on behalf of partner further education colleges. Learners remain enrolled with their home college at all times. While statutory powers relating to suspension and exclusion sit with the enrolling college, Training for Electricians Ltd retains responsibility for managing behaviour, safeguarding, and access to its training centre. This policy sets out the circumstances in which a learner may be temporarily suspended from, or permanently removed from, attending the Training for Electricians Ltd training centre, where this is necessary to protect the safety and welfare of learners, staff, and visitors.

### 2. Purpose of the Policy

The purpose of this policy is to provide a clear, transparent framework for managing learner behaviour and safeguarding concerns within the training centre. It ensures that decisions are made fairly, consistently, and proportionately, while prioritising the welfare of learners and the safety of the learning environment. This policy also clarifies the distinction between a training-centre decision and a statutory exclusion, ensuring that parents, learners, colleges, and external bodies understand the scope and limits of Training for Electricians Ltd's authority.

### 3. Scope and Application

This policy applies to all learners attending Training for Electricians Ltd, regardless of age, programme, or partner college. It applies to all delivery locations operated by the organisation and to all activities taking place within those environments.

The policy governs access to and attendance at the Training for Electricians Ltd training centre only. It does not remove learners from a college roll, terminate enrolment, or replace partner college disciplinary or exclusion procedures. Any statutory exclusion or wider programme decision remains the responsibility of the enrolling college.

#### 4. S4. Subcontractor Role and Responsibilities

As a subcontracted provider, Training for Electricians Ltd delivers practical training under contractual agreements with partner colleges. The organisation does not hold direct responsibility for learner enrolment or funding and does not exercise statutory exclusion powers.

Where serious concerns arise, Training for Electricians Ltd may determine that a learner cannot continue to attend its training centre. Such decisions relate solely to access to the centre and are communicated promptly to the enrolling college, which retains responsibility for any further action.

#### 5. Principles Underpinning Decision-Making

All decisions made under this policy are safeguarding-led and focused on preventing harm. Decisions are evidence-based, proportionate to the concern identified, and applied consistently across all learners. The organisation recognises its duty to act fairly while maintaining a safe environment and will always prioritise the welfare of learners, staff, and visitors.

#### 6. Expectations of Learner Behaviour

Learners attending Training for Electricians Ltd are expected to conduct themselves in a manner appropriate to a professional electrical training environment. This includes following all health and safety instructions at all times, remaining within supervised areas, engaging appropriately in learning activities, and treating staff, peers, employers, and visitors with respect.

Learners are also expected to behave professionally both inside and outside of the training centre, recognising that they are representing Training for Electricians Ltd alongside their learning. This expectation applies when attending site visits, work placements, employer engagement activities, and when interacting with partner organisations connected to the programme.

Learners must not vape, smoke, or use substances on site, nor leave sessions or the premises without permission. These expectations are communicated clearly during induction and reinforced consistently throughout the programme.

#### 7. Induction and Initial Monitoring Period

All learners undertake an initial induction and monitoring period, typically lasting two weeks. This period allows learners to familiarise themselves with expectations, health and safety requirements, and the standards required to participate safely in practical training.

During this period, staff closely monitor behaviour, engagement, and attitude. Where concerns arise, learners are supported to improve. However, where a learner fails to demonstrate readiness or willingness to meet required standards, the organisation may determine that the learner cannot continue attending the training centre.

#### 8. Behaviour and Safeguarding Concerns

Concerns may arise where a learner's behaviour presents a risk to themselves or others, undermines the learning environment, or raises safeguarding issues. Each concern is considered in context, taking into account the nature of the behaviour, frequency, and potential impact on safety and welfare.

Where behaviour creates immediate risk, swift action may be required to prevent harm.

#### 9. Temporary Suspension from the Training Centre

In certain circumstances, a learner may be temporarily suspended from attending the training centre. This may occur where there is an immediate health and safety concern, where safeguarding issues require investigation, or where an incident has occurred that necessitates review.

A temporary suspension is a protective measure and not a disciplinary sanction. It is not a statutory suspension and does not remove the learner from education. The enrolling college will be informed without delay, and the suspension will be reviewed as soon as reasonably practicable.

#### 10. Removal from the Training Centre

Where concerns persist, or where risks cannot be mitigated, Training for Electricians Ltd may determine that a learner can no longer attend the training centre. This decision may be taken following repeated breaches of centre rules, ongoing safeguarding concerns, or a failure to engage appropriately during induction.

Removal from the training centre applies only to attendance at Training for Electricians Ltd and does not constitute a statutory exclusion or removal from a college programme.

#### 11. Safeguarding-Led Immediate Decisions

In some cases, immediate removal from the training centre may be required as a safeguarding decision. This may occur where there is uncertainty regarding a learner's fitness to participate safely or where delay could result in harm.

Such decisions are made in the best interests of safety and welfare, recorded appropriately, and reviewed in consultation with the partner college.

#### 12. Decision-Making Authority

Decisions under this policy are made by senior staff, including the Operations Manager and Designated Safeguarding Lead. Decisions are based on documented observations, incident records, and risk assessment, applying the balance of probabilities.

#### 13. Communication with Partner Colleges

Where a learner is suspended or removed from the training centre, the enrolling college is informed promptly. Relevant information is shared appropriately to support safeguarding and next steps. Responsibility for any further disciplinary or programme decisions remains with the college.

#### 14. Re-engagement and Future Opportunities

Where appropriate, learners may be offered the opportunity to re-engage at a later date, such as through a future interview, taster session, or fresh induction period. Decisions regarding re-engagement are made jointly with the partner college and based on readiness to meet expectations.

#### 15. Equality and Fairness

Training for Electricians Ltd is committed to equality, diversity, and inclusion. Decisions are made without discrimination and with consideration of reasonable adjustments, provided that safety is not compromised.

#### 16. Complaints and Review

Any complaint relating to the application of this policy, staff conduct, or decisions taken by Training for Electricians Ltd must be submitted in writing in line with the organisation's Complaints Policy.

Complaints relating to enrolment or statutory exclusion should be raised with the enrolling college.

#### 17. Confidentiality and Record Keeping

All incidents, decisions, and actions taken under this policy are recorded securely and retained in line with data protection legislation. Information is shared strictly on a need-to-know basis and may be made available to partner colleges or regulators where required.

#### 18. Monitoring and Review

This policy is reviewed annually and following any serious incident, safeguarding concern, or change in legislation or regulatory guidance. Feedback from partner colleges and regulators is used to strengthen practice and ensure continuous improvement.

## Appendix 1 – Suspension / Temporary Removal Letter Templates

Dear [Parent/Carer Name],

Temporary suspension from Training for Electricians Ltd – [Learner Name] – [Programme / Year Group] – [Date of Birth]

I am writing to inform you of my decision to temporarily suspend [Learner Name] from attending the Training for Electricians Ltd training centre for a period of [X] training days. This suspension will begin on [start date] and will end on [end date], subject to review.

I appreciate that this decision may be upsetting for you and your family. Please be assured that it has not been taken lightly. Training for Electricians Ltd delivers practical electrical training in a workshop environment, and we have a duty to ensure the safety and welfare of all learners, staff, and visitors at all times.

The decision to temporarily suspend [Learner Name] from the training centre has been taken due to the following concern(s):

[Insert clear, factual reason(s)]

This temporary suspension is a protective safeguarding measure and is not a statutory suspension or exclusion from education. [Learner Name] remains enrolled with their home college, who have been informed of this decision.

During this period, Training for Electricians Ltd will liaise with the enrolling college regarding appropriate next steps and any learning arrangements. Responsibility for wider programme delivery and attendance remains with the college. We would like to invite you and [Learner Name] to a meeting at the end of the suspension period to discuss a possible return to the training centre. This meeting will be used to review expectations, address concerns, and agree any support or conditions required to enable a safe and successful reintegration.

Details of this meeting are as follows:

[Insert date / time / location or contact details to arrange]

If you have any questions regarding this decision, please contact [name / role] at [contact details].

If you wish to raise a complaint regarding this decision or staff conduct within the training centre, this must be submitted in writing in line with our Complaints Policy.

Yours sincerely,

[Name]

### LETTER 2 – Extended Suspension / Removal from Training Centre (More Than 5 Training Days)

Dear [Parent/Carer Name],

Extended suspension from Training for Electricians Ltd – [Learner Name] – [Programme / Year Group] – [Date of Birth]

I am writing to inform you of my decision to suspend [Learner Name] from attending the Training for Electricians Ltd training centre for a period of [X] training days, beginning on [start date] and ending on [end date], subject to review.

I recognise that this decision may be distressing for you and your family. However, it has been taken following careful consideration and in line with our safeguarding, behaviour, and health and safety responsibilities within a practical electrical training environment.

The decision has been made due to the following concern(s):

[Insert clear, factual reason(s)]

This suspension relates solely to attendance at the Training for Electricians Ltd training centre. It is not a statutory suspension or exclusion, and [Learner Name] remains enrolled with their home college. The enrolling college has been informed and will determine any alternative provision or programme arrangements during this period.

Training for Electricians Ltd will work collaboratively with the college to review the situation and consider whether it is appropriate for [Learner Name] to return to the training centre. Any decision regarding re-engagement will be based on readiness to meet behavioural, safeguarding, and health and safety expectations.

We would like to invite you and [Learner Name] to a meeting to discuss the outcome of this review and any potential next

steps. This meeting will focus on learner welfare, safety, and expectations should a return be considered.

Meeting details:

[Insert date / time / location or contact details to arrange]

If you have any questions regarding this decision, please contact [name / role] at [contact details].

If you wish to raise a complaint regarding this decision or staff conduct within the training centre, this must be submitted in writing in accordance with our Complaints Policy.

Yours sincerely,

[Name]

## **APPENDIX 2**

### Permanent Removal from Training Centre – Parent/Carer Notification Template

Subject: Permanent Removal from Training for Electricians Ltd Training Centre – [LEARNER NAME]

[

Re: [Learner's Full Name] – [Programme / Year Group] – [Date of Birth]

Dear [Parent/Carer Name],

I am writing to formally notify you of my decision that [Learner Name] will no longer be permitted to attend the Training for Electricians Ltd training centre with effect from [date].

Training for Electricians Ltd delivers specialist practical electrical training as a subcontracted training provider on behalf of partner further education colleges. Learners remain enrolled with their home college at all times. This decision relates solely to access to the Training for Electricians Ltd training centre and does not constitute a statutory suspension or permanent exclusion from education.

This decision has been taken following the consideration of evidence and on the balance of probabilities that [Learner Name] has breached the Training for Electricians Ltd Behaviour and Safeguarding Expectations through:

[Insert one of the following, as appropriate:

- a serious one-off breach of centre rules (use exact wording from your Behaviour Policy), or
- persistent breaches of centre behaviour and safety expectations.]

These breaches have led to the conclusion that allowing [Learner Name] to continue attending the training centre would pose an unacceptable risk to their own safety, the safety of other learners, and/or staff, within a practical electrical workshop environment. As a result, it has been determined that continued attendance at the training centre cannot be supported.

recognise that this decision may be upsetting for you and your family. Please be assured that it has not been taken lightly. Training for Electricians Ltd has a duty to prioritise safeguarding, health and safety, and learner welfare, and this decision has been made in line with those responsibilities.

As [Learner Name] remains enrolled with their home college, responsibility for ongoing education provision, alternative arrangements, or programme decisions rests with the enrolling college. The college has been informed of this decision and will contact you directly regarding next steps.

Training for Electricians Ltd will continue to cooperate fully with the college and provide relevant information to support their decision-making and safeguarding processes.

If you wish to raise a complaint regarding the delivery of training, staff conduct, or the application of Training for Electricians Ltd policies, this must be submitted in writing in line with our Complaints Policy. Complaints relating to enrolment status, programme placement, or statutory exclusion should be raised with the enrolling college.

For safeguarding and confidentiality reasons, we are unable to discuss internal staff deliberations, third-party statements, or information relating to other learners.

If you have any questions regarding this decision, please contact [Name / Role] at [contact details].

Yours sincerely,

[Name]